

**DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

**6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV**

SCREEN ENCLOSURE CHECKLIST

***We require 3 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit**

Required

- ☐ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- ☐ **Zoning** One (1) original signed/sealed survey and (3) copies to scale (do not reduce size).
Survey shall not be older than two **(2) years**, unless no changes have been made and survey affidavit is provided. Surveys must show all easements and encumbrances.
- ☐ **Structural** (3 complete sets of plans sealed by Architect / Struct Engineer) also two slab details
with 3 sets of products approval
- ☐ Drainage District: if applicable - (Drainage/Lake Maintenance Easement) (Required only if structure is in easement)
(Stamped on slab Location Plan)
- ☐ Central Broward Water Control District
- ☐ South Broward Drainage District Approval
- ☐ Tindall Hammock Approval
- ☐ Completed Building Permit Applications
- ☐ Notarized Signature on Applications
- ☐ Contractors- A Copy of all application licenses (Competency & Occupational) original
insurance certificates for Workman's Comp and General Liability
- ☐ Disclosure Statement - if submitted as on owner / builder application.
- ☐ Plan Check Fee in the amount of \$30.00 at time of submitting application.

_____ Contractors Signature

_____ Owner signature required if applying for an owner builder permit